

**ARCHITECTURAL REVIEW BOARD**

**January 18, 2022**

**5:00 PM**

**NICOLE KONKOL/JENNIFER OBERLIN, PRESIDING**

Members Present:

Nicole Konkol  
Brittany Sams  
Tom Midkiff  
Patti Cross  
Kevin Breeck  
Jennifer Oberlin

Also Present:

Edwin Logan, Attorney  
Vicki Birenberg, Historic Preservation Officer  
Jordan Miller, City of Frankfort Senior Planner

The first item of business was the approval of the minutes of the November 16, 2021 meeting. Mr. Breeck made a motion to approve the minutes. The motion was seconded by Ms. Sams and all were in favor.

Ms. Konkol read the Chairs Report.

Mr. Miller read the administrative approvals for the period covering November 9, 2021 to January 10, 2022.

ELECTION OF OFFICERS:

Mr. Breeck made a motion to nominate Jennifer Oberlin as Chair. The motion was seconded by Ms. Cross and passed unanimously.

Ms. Konkol made a motion to nominate Kevin Breeck as Vice-Chair. The motion was seconded by Mr. Midkiff and passed unanimously.

Ms. Sams made a motion to adopt the 2022 Architectural Review Board meeting calendar. The motion was seconded by Mr. Breeck and passed unanimously.

Chair Oberlin asked the Secretary to introduce the next item of business.

**In accordance with Articles 4, 16, 17, and 19 of the City of Frankfort Zoning Ordinance Washington Hospitality Group LLC is requesting a Conditional Use Permit to operate a 13-room hotel and small bar/restaurant for the property located at 300 Washington Street. They also request a Certificate of Appropriateness to modify the opening of a historic brick wall at the rear of the property; install a private rooftop deck of approximately 10' x 12' on the portion of the building connecting the main historic structure to the**

**rear historic structure; install a railing and new door opening for deck and new adjacent HVAC equipment; and install a patio where grass currently exists in front of the building. The property is more particularly identified as PVA Map No. 061-24-07-006.00.**

Jordan Miller, City of Frankfort Senior Planner was present and mentioned that this is a Certificate of Appropriateness for modifications to the property.

Mr. Miller explained that applicant is proposing some modifications to the exterior of the building in conjunction with preparing for a new use as a 13-room hotel with a small restaurant/bar. The project is utilizing the state and federal historic preservation tax credit incentive program and has been coordinating with the State Historic Preservation Office as they develop the proposed work on the property. The proposed modifications includes the restoration of the masonry, decorative metal elements, windows, doors, shutter, and entry portico, as well as replacement of membrane roofs, repair and potential replacement of gutters, installation of lighting, and the installation of a paved rear courtyard (not visible from the public right of way) can be administratively approved. The applicant is amendable to working with staff on details. Tax credit projects must meet federal preservation standards. (The Secretary for Rehabilitation found on page 7 of the Special Historic Zoning District Design Guidelines), which are the basis for the guidelines developed in the Special Historic Zone. As such, much of the work is already consistent with the recommended design treatments. The applicant has previously replaced the existing membrane roof on the rear brick historic structure connected to the main house and rebuilt the two brick chimneys on that portion of the building. This work met the SH design guidelines and was administratively approved.

Mr. Miller stated there are only a few things in the proposal that require ARB approval, and they are being proposed in coordination/consultation with the tax credit reviewers in order not to jeopardize the historic preservation incentives. If a proposed treatment is approved by the ARB but requires a change to receive the tax credit, it will be re-evaluated by staff to see if it needs to come back to the ARB.

Mr. Miller explained that the following proposed work requires ARB approval:

1. Modification of the rear brick wall opening along Long Lane.
2. Installation of a small rooftop deck on the portion of building connecting the main historic structure to the rear historic structure – the applicant proposes to install a deck of approximately 10 ft X 12 ft on the section of the roof that connects the main brick structure to the secondary brick structure behind it. This “connection” is historic, as shown on the 1890 Sanborn map, along with the rear porches. It is framed rather than masonry construction like the main buildings, and appears to have been open to the interior yard at that time. The proposed deck will be installed as a private amenity for one of the hotel rooms.
3. Installation of a new door opening to access the private deck.
4. Installation of new HVAC units adjacent to the private deck.
5. Installation of a patio where grass currently exists in from of the building.

Mr. Miller went over the property description and significance that were included in the staff report.

Mr. Miller read the Staff Analysis on pages four and five of the staff report and mentioned that they recommend the six Findings of Fact on page five of the staff reports and suggest four Conditions on page five of the staff report should the Board approve the request.

Mr. Miller read a letter in support of the project from a citizen and stated that the only other comment was a citizen concerned about the parking for the restaurant.

The applicants Tyler Bromagen, Rebecca Burnworth, Amber Lagru, and Tim Deschler were present and stated that they agreed with the staff report and conditions within when asked by Ms. Oberlin.

Based on the Findings of Fact, Ms. Cross made a motion in accordance with Articles 4, 16, 17, and 19 of the City of Frankfort Zoning Ordinance to approve the request from Washington Hospitality Group LLC for a Certificate of Appropriateness to modify the opening of a historic brick wall at the rear of the property; install a private rooftop deck of approximately 10' x 12' on the portion of the building connecting the main historic structure to the rear historic structure; install a railing and new door opening for deck and a new adjacent HVAC equipment; and install a patio where grass currently exists in front of the building for the property located at 300 Washington Street with the following conditions:

1. Final details on design selection for the private deck railing and door opening will be approved by staff.
2. Patio paver selection will be finalized with staff approval.
3. Existing open zoning permits will be amended to reflect approval of the work in this request, and any required additional permits will be obtained.
4. Any additional projects requiring a building permit shall require review and approval by the Architectural Review Board unless a Certificate of No Exterior Effect is issued.

The motion was seconded by Mr. Midkiff and passed unanimously.

Concerning the Conditional Use Permit, Mr. Miller explained that the applicants are proposing to operate a 13-room boutique hotel with restaurant/bar in the existing 2-story building. Hotels and restaurants are conditional uses within the "SH" zoning district.

Mr. Miller mentioned that in September of 2019 the Architectural Review Board approved two separate conditional uses to operate a restaurant and a hotel on this property.

Mr. Miller read the staff analysis on page three of the staff report and stated that staff finds the request is partially compatible in concept with the requirements of the Zoning Ordinance sections 4.06.34.

Mr. Miller read the Findings of Fact on page three of the staff report as well as the suggested conditions on pages three and four of the staff report.

The applicants responded that they had seen the staff report and agreed with the conditions within when asked by Ms. Oberlin.

Based on the Findings of Fact, Ms. Cross made a motion to approve the request from Washington Hospitality Group LLC for a Conditional Use Permit to operate a 13-room hotel and small bar/restaurant for the property located at 300 Washington Street with the following conditions:

1. A building permit shall be obtained for change of use.
2. Any additional projects requiring a building permit shall require review and approval by the Architectural Review Board unless a Certificate of No Exterior Effect is issued.
3. The Conditional Use is permitted only at 300 Washington Street.
4. Any signs for the office that conform to the standards contained in Article 4 and 13 of the Frankfort Zoning Ordinance may be approved administratively.
5. This Conditional Use, whose land use is codified as "Hotel" in only applicable to this permit issued to this property owner and is not transferable.
6. The service of food and alcohol sales to customers who are not guests of the hotel is contingent upon the issuance of a Waiver from the Frankfort/Franklin County Planning Commission of Sections 4.06.34 (E) and (F) of the Zoning Ordinance.
7. If the property changes ownership, the Waiver is transferable, so long as the Conditional Use Permit for a "hotel" use at this location is reviewed and granted by the Architectural Review Board.

The motion was seconded by Ms. Konkol and passed unanimously.

## 2022 WORK SESSION DISCUSSION

Vicki Birenberg, City of Frankfort Historic Preservation Officer was present and suggested several dates for the 2022 Work Session.

Ms. Birenberg read a draft for the agenda for the 2022 Work Session.

The Board decided that this meeting should be a virtual meeting. Mr. Logan clarified that this is to be a work session and there will be no public comment.

Mr. Breeck made a motion to adopt the Work Session Meeting for February 9, 2022 at 5:00 p.m. The motion was seconded by Ms. Konkol and passed unanimously.

There being no other business, Ms. Sams made a motion to adjourn. The motion was seconded by Mr. Midkiff and all were in favor. The meeting adjourned at 5:52 p.m.